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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION



Instructions for State Committees and their Repre-  
sentatives Relative to County Office Work on 1939  
Listing Sheets

PART I - GENERAL INSTRUCTIONS

The members of the State committee, all fieldmen, and statisticians should be thoroughly familiar with the instructions for establishing acreage allotments set forth in NCR-310 and, where applicable, the instructions in NCR-310-RL (Restoration Land), NCR-310a (potatoes), NCR-310b (tobacco), and NCR-310c (cotton).

District or county schools of instruction will have been held as soon as possible after representatives of the North Central Division have met with the State committee, fieldmen, and statisticians to discuss the listing sheet procedure. If the State committee is not fully satisfied that everyone who instructs county committees is entirely familiar with the listing sheet procedure and able to give uniform instructions with respect thereto, a conference should be called to clear up any questions that may arise with respect to the listing sheet procedure. Uniformity of interpretation of the listing sheet procedure by State committeemen, fieldmen, and statisticians may best be obtained by a round table discussion of such questions. If the questions cannot be answered by reference to the instructions, they should be submitted to the North Central Division, in order that uniform procedure may be followed in all States.

The State committee should review with fieldmen the certain relationships that existed in 1938 between minor civil divisions in each county. This review can best be made by comparing minor civil division ratios which will be calculated by the statistician. An examination of these data may show, for example, that the ratio of the NCR-203 indicated total soil-depleting acreage to cropland differs markedly between minor civil divisions in which the ratio of adjusted history to cropland, and soil type and topography are reasonably comparable. Such a situation would indicate that the procedure used in the adjustment of the indicated soil-depleting acreages on NCR-209, columns (12) to (16), inclusive, was not sufficiently accurate.



When such a situation is found to exist, the county may be instructed to apply a uniform scale to all entries in NCR-209, column (16), for the minor civil division that was not properly adjusted so that the relationship of the indicated total soil-depleting acreage allotments for farms in such township will bear a proper relationship to farms in other minor civil divisions.

As a basis for making such comparisons in counties in which some further adjustments in the NCR-203 indicated total soil-depleting acreage may be needed, statisticians should set up a form having the following column heads:

1. Minor Civil Division.
2. Minor Civil Division Total Cropland (NCR-209, Column (4)).
3. Minor Civil Division Total Adjusted History (NCR-209, (Column (11))).
4. Minor Civil Division NCR-203 Indicated Total Soil-Depleting (NCR-209, Column (16)).
5. Minor Civil Division Total Soil-Depleting Acreage Allotment, (NCR-209, Column (19)).
6. Ratio of Adjusted History to Cropland (Column (3)  $\div$  Column (2)).
7. Ratio of NCR-203 Indicated Total Soil-Depleting to Cropland (Column (4)  $\div$  Column (2)).
8. Ratio of Total Soil-Depleting Acreage Allotment to Cropland (Column (5)  $\div$  Column (2)).

and make appropriate entries in such columns.

It should be emphasized that considerable variation may exist in the ratio of total soil-depleting acreage allotments to cropland between the several minor civil divisions in a county. This variation is not necessarily an indication that the NCR-203 soil-depleting acreage has not been correctly determined, since such variations will result also from variations in the ratio of the adjusted history to cropland and to variations in soil type, topography, and productivity. These points must be carefully weighed in determining whether any adjustment in column (16) for a minor civil division is warranted. When wide and unwarranted variations are discovered, the State committee should require proper adjustment on the basis of soil-type, topography, and productivity and the relationship that should exist between the



several minor civil divisions in a county, and supply the factors necessary to be applied to the entries in NCR-209, column (16) to achieve this end. The fieldmen should then be instructed to advise the county committees of the adjustments that appear desirable and instruct them as to the manner of making such adjustments.

## PART II - GENERAL PROCEDURE

At the district or county schools of instruction on the listing sheet procedure, county committees should be made acquainted with the following general procedure:

1. All county work on listing sheets should be completed not later than December 15, 1938, in order that producers may receive their acreage allotment notifications before January 1, 1939.
2. As soon as the county committee is satisfied that all farm acreage allotments, restoration land goals, yields, and productivity indexes have been correctly established in accordance with applicable instructions, the following items shall be tabulated on an additional listing sheet (NCR-309) labeled "County Summary", for the summary of Part I.

Column 1.---Enter the number of farms.

Column 2.---Enter the minor civil division names. Enter minor civil division totals opposite the respective minor civil division names for columns (4), (5) or (6), (8), (10), (11), (12), (15), (21), (25), (28), (29), (30), (36), and in restoration areas, (48). Enter county totals for these columns below the last minor civil division listed.

For the summary of Part II, the following items shall be tabulated on a county summary sheet, NCR-309a:

Column 1.---Enter the number of potato farms having allotments.

Column 2.---Enter the minor civil division names. Enter minor civil division totals opposite the respective minor civil division names for columns (6), (7), (10), and (17). Enter the county totals for these columns below the last minor civil division listed.

For the summary of Part III, the following items shall be tabulated on a county summary sheet, NCR-309b:



Column 1.--Enter the number of farms having tobacco acreage allotments.

Column 2.--Enter the minor civil division names. Enter minor civil division totals opposite the respective minor civil division names for columns (4), (7), (10), and (16). Enter the county totals for these columns below the last minor civil division listed.

3. After step (2) has been completed, the county committee shall request an examination and approval of the listing sheets by a representative of the State committee. (Instructions for such examination and approval are set forth in Part III hereof.)
4. Immediately after such approval has been given, the county summaries will be forwarded by the representative of the State committee to the State office. The county committee should then be instructed to execute the Notification of 1939 Acreage Allotments (NCR-312) in duplicate for each farm in the county, the original to be forwarded to the owner of such farm and the duplicate filed in the county office. If more than one person is interested in a farm, a sufficient number of additional copies of NCR-312 shall be prepared to forward one to each such interested person.
5. At the same time, the same data and certain additional items shall be transferred to the Farm Plan for Participating in the 1939 Agricultural Conservation Program (NCR-303), in accordance with the applicable instructions.
6. As soon as possible after 15 days have elapsed following the mailing of forms NCR-312, the county committee shall take action on appeals in accordance with the instructions in NCR-313.
7. Immediately after hearing such appeals, all listing sheets and the recommendations of the county committee with respect to appeals, shall be forwarded to the State office.
8. County committees should be informed that a reserve for the correction of errors and for appeals is being held in the State office and such portion as is not used for these purposes will be scaled uniformly on to the allotments of all producers, provided it is practical to scale on such remaining reserve.



9. As soon as the listing sheets are returned from the State office, all producers whose acreage allotments or yields have been changed shall be notified. NCR-312 shall be used for such notification. It should be clearly marked "Revised" and in an accompanying letter the reason for the revision (such as the granting of an appeal, the correction of an error, etc.) should be stated, together with a request that the producer destroy his previous notification.

### PART III - INSTRUCTIONS FOR THE PRELIMINARY CHECK OF LISTING SHEETS IN THE COUNTY OFFICE.

The representative of the State committee should determine that the listing sheets have been properly executed in accordance with the procedure outlined in NCR-310, NCR-310 RL, NCR-310a, NCR-310b, and NCR-310c.

It also will be his responsibility to determine that no county acreage allotments have been exceeded and that yields and productivity indexes meet the county check yields and productivity index.

If the examination shows that the listing sheets NCR-309, NCR-309a, and NCR-309b have been correctly executed in conformance with the procedure in NCR-310, NCR-310a, and NCR-310b, and if the various checks fail to disclose any errors, the listing sheets should be approved. The word "approved" and the signature of the representative of the State committee shall be entered on each county summary sheet.

Listing sheets should not be approved when the checking procedure shows them to be in error, either mechanically or with respect to procedure.

The following checks represent the minimum examination of the listing sheets to be made by the representative of the State committee before they can be approved.

#### Section I. - Soil Depleting, Corn, and Restoration Land.

1. Spot check the transfer of data from the forms of origin to the listing sheet, NCR-309.---If more than one clerk has been responsible for this entry work, a separate check on the work of each clerk should be made. In examining forms of origin, care should be taken to determine that all appropriate corrections in cropland have been made on NCR-203 and in column (4), NCR-209.

2. Check all of the minor civil division and county factors entered in columns (9), (12), (15), (22), (26), (28), (30), and (37) of NCR-309.---Follow the procedure as outlined in NCR-310 to determine the accuracy of these factors. No deviation from the correct factors should be allowed.



3. Check the application of factors.--Multiply through a random sample from each minor civil division, for each column that has been factored.

4. Check the addition of columns.--Spot check the work of addition by each clerk. Be sure that totals have been made for columns (4), (5) or (6), (8), (10), (11), (12), (15), (21), (25), (28), (29), (30), (36), and in restoration areas, (48).

5. Compare farm land and cropland entries.--Cropland cannot exceed farm land. This check should be especially close where the cropland acreage has been adjusted in column (6).

6. Compare adjusted total soil-depleting acreage history and cropland entries.--The adjusted total soil-depleting acreage history must not exceed the cropland acreage. No strikeovers should be approved for column (8) unless adequate reasons have been written and placed in the respective individual file in the county office.

7. Spot check the entries in column (11).--A zero entry in column (8) should be carried over to column (11) as zero.

8. Examine the reasons for changes in columns (13) and (14).--No changes can be approved unless adequate reasons are on file showing why this farm should have different treatment from other farms. These reasons should be based on a definite knowledge of the facts involved and should be of a specific nature. These instructions should be as rigidly adhered to for farms having total soil-depleting allotments of less than 20 acres as well as farms having larger allotments.

9. Examine the entries in column (16).--Determine for a number of these entries that each one is not in excess of 85 percent of the entry in column (5) or (6), as the case may be, (except on restoration land farms), and not less than the sum of the special acreage allotments for the farm.

10.--Participating vs. Nonparticipating Farms.--

- a. The adjustments made in the case of strikeovers in the total soil-depleting and corn history for nonparticipating farms shall be compared with such adjustments for participating farms to determine if comparable treatment has been given the farms in each group.
- b. Obtain minor civil division totals of columns (12) and (14) for the participating group of farms and for the nonparticipating group of farms and determine the ratio of the total of column (14) to the total of column (12) for each group in each minor civil division by dividing the group total of column (14) by the respective group total of column (12).



11. Examine recommended productivity indexes.--These recommendations should not differ greatly from the 1938 approved productivity except in unusual cases.

12. Spot check the entries in column (29).--A zero entry in column (25) should be carried over to column (29) as zero.

13. Examine the entries in column (31).--Determine that all entries in column (31) are warranted.

14. Examine the entries in column (20) and column (35).--A productivity index must be established for each farm listed on NCR-309 and a corn yield must be established for each farm for which a corn acreage allotment is established.

15. Check the entries on the county summary sheet.--Be sure that the county acreage allotments, productivity, and check yield have not been exceeded. Determine also that the restoration land goal has been met, or is within the limit approved by the State committee.

#### Section II - Potatoes.

1. Spot check the transfer of data from the forms of origin to the potato listing sheet, NCR-309a.--If more than one clerk has been responsible for this entry work, a separate check on the work of each clerk should be made.

2. Check the factors in columns (7), (10), and (18).--Follow the procedure as outlined in NCR-310a to determine the accuracy of these factors. No deviation from the correct factor should be allowed.

3. Check the application of the factors.--Multiply through a random sample from each minor civil division for each column that has been factored.

4. Check the addition of columns.--Spot check the work of addition by each clerk. Be sure that totals have been made for columns (6), (7), (10), and (17).

5. Examine the entry in column (16).--A potato yield must be established for each farm for which a potato acreage allotment is established.

6. Check the entries on the county summary sheet.--Be sure that the county potato acreage allotment and county potato check yield have not been exceeded.

#### Section III. - Tobacco.

1. Spot check the transfer of data from the forms of origin to the tobacco listing sheet, NCR-309b.--If more than one clerk has been responsible for this entry work, a separate check on the work of each clerk should be made.



2. Check the factors in columns (10) and (17).--Follow the procedure as outlined in NCR-310b to determine the accuracy of these factors. No deviation from the correct factor should be allowed.

3. Check the application of the factors.--Multiply through a random sample from each minor civil division for each column that has been factored.

4. Check the addition of columns.--Spot check the work of addition by each clerk. Be sure that totals have been made for columns (4), (7), (10), and (16).

5. Spot check the individual tobacco acreage allotments in column (16).--Divide the entry in column (10) by the respective entry in column (14).

6. Examine the entry in column (14).--A tobacco yield must be established for each farm for which a tobacco acreage allotment is established.

7. Check the entries on the county summary sheet.--Be sure that the county tobacco acreage allotment and the county tobacco check yield have not been exceeded.